



St Patrick's Primary School Lithgow

Appendix I - School ICT Plan

	ICT Drivers	Performance area	Focus	Key Activities	Resources	Measure of Attainment	Current status and Priority *	Funding source **	Allocated budget (\$)
Leadership	Enabling Teaching and Learning	Trial the use of iPads in classrooms	Teachers	iPads used to supplement teaching – lesson is planned and iPad is then used	Weekly sharing at staff meetings	Database set up for apps Student surveys (prior, during and post use)	High Working Towards	P & F Committee	\$9000
		Apple mac laptops set up in computer room for class use	Teachers Specialist ICT teacher (RFFT)	Each class to visit the computer room on a regular basis – booking sheet may be required	Teacher time (allocation of hours in program) Reliable Wi-Fi Printer (networked) Data projector / smart board for computer room Wireless remote for power points	Booking sheet shows regular use	High Working Towards		Nil
		Removal of old files, apps and documents from classroom laptops and iPads	Teachers	All unwanted files, apps and documents be removed from laptops and iPads at the end of each year	Teacher time	Allow a knowledgeable student to do the task if teacher is pressed for time Laptops and iPads are set up ready for the new year	Medium High Working Towards		Nil



St Patrick's Primary School

Lithgow

		Upgrading of classroom laptops (for interactive whiteboards) to IBMs for better suitability to interactive programs	Executive staff	1 laptop per interactive whiteboard Teachers install and monitor programs	Teacher time Access to the internet Access to technical support from companies providing hardware and software	Interactive whiteboards being utilised to their full potential Students engaged in all lessons across the curriculum	High Working Towards	School P & F Committee	\$13000
		Cater to individual needs of students	Teachers Support Teacher – Special Needs	Differentiation in programs Robotics Competitions to extend students learning	Involving knowledgeable students in delivery of lessons Purchase of educational robot kits	Student involvement Students presenting work to other classes	Medium High Working Towards	School	\$300
		Update ICT policy and all other policies according to the Australian Curriculum	Teachers / Curriculum	Review policies Use of ICT across all KLAs	Teacher time and availability of time i.e.: teachers in training internship time off class	ICT embedded into policies as they are updated	Medium Working Towards		Nil



St Patrick's Primary School

Lithgow

	ICT Drivers	Performance area	Focus	Key Activities	Resources	Measure of Attainment	Current status and Priority *	Funding source **	Allocated budget (\$)
Teacher Capability	Developing Professionals	To promote staff participation in on-line training courses provided by the CEO and use of ICT coordinators wiki (coordinator Vicki Vance)	Executive Staff Teachers	Allocation of space on staff notice board Emails sent to staff advising them of what is available Liase with Vicki Vance	Executive staff time to notify staff Teacher time to complete courses	Teacher success and sharing knowledge	High Working Towards		Nil
		Provide professional development opportunities to ensure staff have up-to-date knowledge and skills of current ICT practices and learning resources	Executive Staff Teachers	Networking with other schools Researching online training modules available by various companies	Executive staff time Making use of training as it becomes available such as apple mac training Teachers who are expert in particular areas training / assisting other staff	Teacher success and sharing of knowledge Schools willingness to network	High Working Towards		Nil



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Learning Resources	Supporting Learners	Develop units of work that embed ICT skills (project based learning activities)	Curriculum Teachers Specialist ICT teacher (RFFT)	Review and modify current units of work to include ICT skills and strategies Develop concise programs for ICT Identify online courses suitable for students	Units of work BOS NSW Syllabus (in line with Australian Curriculum) Specialist ICT Teacher	Rewritten / updated units of work Increased participation in online events Increased use of ICT skills	Medium Working Towards		Nil
		Technical support – levels of and availability	Technical	Identify existing procedures and ensure all staff are aware of them Identify alternatives and trial new ideas Liaise with CEO for options	Staff Parents Annitel	All ICT components within the school are operating A sound working relationship is established	High Working Towards	CEO - Annitel	????
		Revisit the need for Ethical use of all ICT equipment	Teachers Students	Access to professional development for staff (Linda Densmore) Implement a cyber safety program across the school	School liaison police officer – Relevant websites (cyber bullying) CEO and school policies	Student participation in lessons Student and parent surveys Students behave responsibly	Medium High Working Towards		Nil
		Review and update current technology in the school and classrooms	Executive staff Teachers	Review Asset Register 2012 and identify areas that need to be focused on as a priority Create a purchasing plan and rank from most to least necessary All teachers have access to	Use of current technology in classrooms Mobile devices Funding Executive and teacher time iPads	Devices updated Teachers and students are using relevant up-to-date technology effectively and efficiently across all KLAS	High Working Towards	School Budget	\$40000 every 4 years (\$10000 put aside each year)



St Patrick's Primary School Lithgow

				an iPad and have training on its use Consider proposals to P&C committee Identify suitable suppliers Plan for ongoing upgrading of ICT within the school Investigate all possible sources of funding (donations from industry such as Centennial Coal and Delta Electricity)		ICT is being utilised in classrooms Student learning improves as a result of ICT use			
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St Patrick's Primary School Lithgow

	ICT Drivers	Performance area	Focus	Key Activities	Resources	Measure of Attainment	Current status and Priority *	Funding source **	Allocated budget (\$)
Infrastructure	Building Infrastructure	Security and storage of ICT equipment	Executive staff Teachers CEO technical support	Computer classroom is kept locked at all times (when not in use) iPads are requisitioned to teachers through the library Classrooms are kept locked at all times (when not in use) Security alarms are set at the end of each day Suitable virus protection is used	Alarm system Keys to lock doors	No theft or loss of equipment	High Working Towards		NIL
		Apple mac laptops to be placed in a computer room to be used by all classes	Teachers	Explicit teaching of ICT as separate lessons ICT to be embedded into all KLAs	Availability of room with desks and chairs Access to multiple power outlets for recharging laptops Availability of a data projector / smart board and printer in the computer room for ease of lesson delivery	Lessons conducted in room (ICT being utilised) Provision of surge protected power packs Classroom to be left in tact (desks and chairs)	High Working Towards	School	\$500



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		Maintenance of school website	Web design company Executive staff	Website reviewed and updated Easy access to information by parents Old websites and information deleted (if relevant)	Website developer Funding Staff training in website if needed	Website is up-to-date and modern website is user friendly Staff are prepared to assist with information for website Parents are students are giving positive feedback about the website	High Achieved	School	\$3000 initially + yearly operating cost
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*Current status and Priority. Select from: Status- Working towards, Maintaining, Enhancing
Priority -High, Medium, Low

** Funding source. Select from: